

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **DIRECTOR OF OFFICE FOR THE AGING**

Jurisdictional Class: **Non-Competitive, *policy influencing/confidential**

Date Adopted: **6/19/73**

Date Revised: **8/1/01**

Jurisdictions: **County**

Union Status: **Exempt**

Pay Grade:

DISTINGUISHING FEATURES OF THE CLASS: This position plans, develops, coordinates and directs the services, programs and activities of the county Office For the Aging. It is professional and administrative work involving responsibility for directing the program and activities of the office, including research, planning, policy making and public relations. This office attempts to improve the status and condition of the elderly through the various services and programs and in certain cases the provision of necessary direct assistance. The work is performed under general direction of the Board of Supervisors in conformance with local, state and federal laws, rules, and regulations with wide latitude allowed in the administration of the overall program. Supervision is exercised over the work of subordinate employees. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Plans, organizes, promotes and directs varied services and activities designed to meet the needs of older people;

Evaluates and assesses the needs of older persons and the effectiveness of agencies and organizations providing services;

Supervises administrative functions such as budgeting, finance, personnel and purchasing;

Develops and administers an area plan for programs on aging;

Participates in collaborative efforts with other county agencies, not-for-profits and community based organizations in the creation and implementation of programs and services which benefit older persons;

Contacts public officials and community leaders to obtain their cooperation and stimulates them to take action in setting up programs for the aging;

Provides leadership and advocacy on behalf of all older persons in the county;

Provides technical assistance to various community agencies and organizations regarding services and programs;

Conducts research on the needs of older persons and develops proposals and alternative approaches for meeting these needs;

Supervises the counseling and referral services for the aging population;

Participates and/or provides the opportunity for staff and volunteer workers to attend conferences, workshops or training sessions which will assist in increased knowledge, revised delivery systems, and/or implementation of new services;

Conducts and attends conferences, workshops and seminars concerned with problems of the aging;

Prepares or supervises the preparation and distribution of reports, press releases and related materials;

Recruits, selects and provides direction to the required staff to achieve the aims of the Office for the Aging.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of characteristics, needs and interests of the aging, especially as they relate to income, health, housing, recreation, nutrition and transportation; thorough knowledge of community agencies, facilities and services which can be utilized to aid the elderly; good knowledge of

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Reviewed By: n/a

Last Reallocated: n/a

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administrative principles and practices and of their effective application to a community group; good knowledge of public relations techniques; working knowledge of State and Federal agencies providing services or grants for services for older persons; ability to plan and supervise the work of others; ability to communicate clearly and effectively both verbally and in writing.

MINIMUM QUALIFICATIONS:

- (A) A Bachelor's degree from a regionally accredited or New York State registered college or university, in social or behavioral sciences, public health, public administration, recreation, education or a closely related field, and one (1) year of supervisory experience in community organization, human services, aging or a closely related field; **OR**
- (B) An Associate's degree from a regionally accredited or New York State registered college or university, in social or behavioral sciences, public health, public administration, recreation, education or a closely related field, and three (3) years of experience in community organization, human services, aging or a closely related field, one (1) year of which must have been in a supervisory position; **OR**
- (C) Graduation from high school or equivalency, and five (5) years of experience in community organization, human services, aging or a closely related field, one (1) year of which must have been in a supervisory position; **OR**
- (D) An equivalent combination of education and experience as defined by the limits of (A) through (C) above.

NOTE: Part-time employment can be pro-rated to count towards fulltime (Example: six (6) months PT equals three (3) months FT) and a higher level of education can be pro-rated for experience up to a year.

NOTE: This class requires extensive travel. Incumbents will be required to possess a valid, appropriate level, New York State Motor Vehicle operator's license, or otherwise demonstrate the ability to meet the travel needs of the job.